

Chief, Management Staff

26 August 1954

Chief, Records Management Division

Weekly Report - Week Ending 25 August 1954

25X1 1. A request from the Personnel Office for the development of a 26 page Fitness Report form was received with a deadline for its completion, printing and distribution by 10 September. This project has been completed and is being forwarded for the reproduction of the necessary forms today. As the result of suggestions made by [redacted] the proposed form was reduced from 26 to 12 pages. In addition, substantial revision was made in the editorial portion of the form. The work performed by the Forms Management Branch resulted in substantial economy through more than 50% reduction in the amount of paper and printing costs; and better public relations reaction because of the simplified format.

25X1 2. Two employees of the Records Center, [redacted] 25X1 [redacted] have advised us that they will not be able to move to the new location.

3. The Real Estate and Construction Division advises us that they have granted an extension of ten days to the contractor for the new Records Center building because it was necessary to relocate certain water lines on the property which were not known prior to the letting of the contract. This now brings the new completion date to 7 January 1955.

[redacted] 25X1

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Report for Week Ending 25 August 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

No change from previous report.

Project 4-78 - Office of General Counsel

No change from previous report.

Project 4-79 - Foreign Broadcast Information Division

No change from previous report.

Project 4-97 - Records Disposition Handbook

Sections of the Handbook are being revised in conformance with suggestions made by the Regulations Control Staff.

Project 4-116 - Security Office

No change from previous report. Discussions will take place with the Area Records Officer this week regarding the Records Control Schedule. Project is 85% complete.

Project 4-122 - Office of Chief of Operations and Sovmat Staff

Disposition plans prepared in connection with this project for the Sovmat Staff have been reviewed by the National Archives and have attained legal status through approval by the Joint Committee on the Disposition of Executive Papers as published in House Report No. 2605. These approved plans were discussed with the Area Records Officer and we have been assured that all actions will be affected as specified. Except for an occasional follow up, this project is complete. The disposition plans for the Office of the Chief of Operations will be submitted on a new project sheet.

Project 5-2 - Office of National Estimates

No change from previous report.

General Information

1. The proposed new Records Management Regulation has been rewritten in accordance with the suggestions of the Regulations Control Staff and submitted for forwarding.

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2. The development of disposition plans for the records of the Office of Research and Reports were initiated this week. The scope of the activity has been greatly expanded over plans developed during preliminary discussions held with representatives of the Office. Original plans provided for limiting the study to one branch of an economic Division on an experimental basis. This approach appeared impractical and further discussion established the need for expanding the scope of the project to include the records of the entire office.

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Report for Week Ending 25 August 1954 from
FORMS MANAGEMENT BRANCH

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Project 4-86 - Forms Index

Corrected copies of the Index have been received back from FDD/00, Auditor in Chief, and OCI. FDD/00 and OCI have each reported two forms obsolete; several other changes and additions were made by all offices. Project is approximately 74 $\frac{1}{2}$ % complete.

Project 4-95 - Forms Management Handbook

New Forms No. 30, which will be prescribed in the handbook, have been received and placed in use. Stocks of Form No. 30-11 which is being replaced by Form No. 30 will be salvaged by being made into 3 x 5 scratch pads. Project is approximately 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change from previous report. Project is approximately 10% complete.

OO Information Reports

Proofs of the new forms have been received and approved with changes. Deadline for commencement of tests is 15 October 1954.

Employee Suggestion #799 - NCR Paper

25X1 [] reports that tests of 6 part continuous NCR tabulating paper on the 407 Tabulator has not been entirely satisfactory inasmuch as the impression on the fifth and sixth copies have been too weak. Further study is being made and additional sample copies will be obtained at a later date.

Forms Management Seminar

It appears now that it may be impracticable to hold the seminar in September inasmuch as posters and a booklet depicting information now on slides will be delayed in Graphics/ORR by priority work being developed for the Clark Committee.

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Individual and Group Information Reports Evaluation

25X1 Conferences were held with [] leading to development of certain changes in the forms and correction of the final-type copy. Recent telephone conversations with [] reveal that additional changes will be forthcoming. 25X1

FBID Forms Survey - Project 4-79

25X1 [] commenced the forms survey on 23rd August.

Hoover Commission's Task Force on Paper Work Management in the Executive Departments

A formal request from the Hoover Commission that [] be made available as a consultant to participate in a records creation survey under the auspices of the Commission has been received and approved. The Commission has sent letters to 14 government agencies advising them that survey action will start in the near future. 25X1

Fitness Report Questionnaire

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A 25 page form which has been a matter of personal concern to the Assistant Director for Personnel was received as a priority project on the 18th of August requiring overtime work by [] on the 21st and 22nd of August to meet the deadline. This project involved the development of a complex questionnaire on the fitness report which will be filled out by approximately 1,500 supervisors at Headquarters and in the field to record their opinion and recommendations as to possible changes in the fitness report. As of the date this report was written preliminary design had been completed and coordinated with [] Final-type copy must now be prepared, re-coordinated, and booklets printed and made available for distribution by the 10th of September. 25X1

Summary of Individual Forms Activities

| | <u>No. of Requisitions</u> | <u>Copies</u> |
|------------------------|----------------------------|---------------|
| New | 0 | 0 |
| Revisions | 33 | 213,900 |
| Reprints | 6 | 194,600 |
| Overprints | 3 | 330 |
| Other Government Forms | 1 | 200 |
| Total | 43 | 409,030 |

Re-designated 33

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Report for Week Ending 25 August 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management. [redacted] of the Logistics Office Administrative Staff reported that he is attempting to complete present assignments in time to launch the reports survey within a month. Interest in reports management has not waned in the Logistics Office. Additional material is being furnished [redacted] for distribution to keep this interest alive. Project is 20% complete.

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b. Correspondence Management. [redacted] reported that his workload for the next three weeks will prevent him from contributing to the development of the Headquarters correspondence of administrative correspondence to be tested in the Logistics Office. In the interim we shall work through the ARO of the Personnel Office to develop pattern memorandums on requests and reports of primary concern to that component.

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Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Copies of the reports management pamphlet were [redacted] Project is 23% complete.

Project 4-98 - Correspondence Handbook

Discussed with [redacted] Clerical Training Branch, OTR, the changes suggested by the DDCI's secretary regarding enclosures and the listing of copies. Alternate proposals were developed. The DDCI's secretary agreed to an early meeting to resolve these points. However, we have not heard from her yet. A call to her office disclosed that she will be on annual leave for about two weeks. We do not intend to wait that long to resolve only two points on correspondence style. The Director's secretary will be consulted instead.

General Information

a. The pamphlet "An Introduction to Correspondence Management" is 75% complete.

b. We are developing as selling points tabulations on the volume of reporting in major components. The Office of Personnel prepares approx. 128 types of recurring reports, the Logistics Office 71.

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Chief, Reports & Correspondence
Management Branch

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Report for Week Ending 25 August 1954 From
RECORDS CENTER BRANCH

Accessioning

OCD/GR has now determined that they will have 150 cubic feet of safety film to retire instead of the previous estimate of 125 cubic feet. 60 cubic feet of this film has been transferred to the Center in order to make room in the office for new film they are receiving. The remainder of the job will be transferred within the next two weeks.

During this week, the following accessions were made:

| | |
|-------|-----------|
| OCD | 3 cu. ft. |
| ORR | 4 " " |
| Total | 7 " " |

Total accessions to date - 241

Reference

25X1 [redacted] requested 2 cubic feet of the WPB material for screening. As soon as he has checked these two boxes, he will let us know what amount of the remaining 532 cubic feet we can send him each week.

General

The purchase order for our 1 ton panel truck has been prepared and forwarded through channels to Logistics.

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Report for Week Ending 25 August 1954 from
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 95% complete. Forms Management phase of the survey has been started and the results of this phase will be incorporated into the survey report now being prepared.

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 10% complete. Completed survey questionnaire from DD/P was received this week.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 87% complete.

Samples of the model box have been distributed to the Area Records Officers. Question has been raised as to who will pay for these boxes. Most Area Records Officers have indicated that their original order for these boxes will stand providing this action will not require an expenditure of funds on their part.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records, [REDACTED] 25X1

No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

No change from previous report. Project approximately 60% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is approximately 54% complete.

Microfilming of special material in OSI began today in accordance with established schedule.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 11% complete.

General Information

- 25X1 1. Proposed [REDACTED] regarding the proposed heavy duty folder is now being coordinated. Requests have been received from DD/P, Commo. and Logistics for samples. These samples have been provided. Commo. has indicated they concur in this Notice.

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2. A proposed [] and covering memorandum regarding standardization of filing supplies has been prepared and submitted for approval.

3. Mr. Leonard, GSA, advised this branch that GSA Contract 03S-12434 used Specification AAC-23A dated 10 August 1951. These specifications did not prescribe inside measurements. Since our contract did not specify measurements, it is Mr. Leonard's personal opinion that there is nothing we can do.

25X1 Logistics [] has been advised that Records Management desires to prescribe certain specifications in any future purchases of safe file cabinets. A memorandum to this effect is being prepared and will be submitted promptly.

25X1 4. [] arranged for a demonstration of the new Remington Rand portable microfilm machine. Representatives of this office, OCD/Machine Division, Reproduction and a few other offices were present. This machine weighs only 54 pounds. It has been in private operation (not on the market) for over a year and all the apparent flaws discovered have been rectified. It is our opinion that this machine has great possibilities for application in this Agency, and that it is far superior to the portable microfilm machine of a competitor previously demonstrated.

During this exhibition, [] discussed to some extent the possibility of using microfilm and automatic means for finding, sorting, indexing and filing of current records. He emphasized that this was the approach that commercial concerns were taking toward Current Records Management.

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We appreciated this discussion for our own information and also because it indicated to the other people present that the phrase "Records Management" was not just Agency or governmental terminology but an actual management concept that was also being used in private industry.

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